

# **Sun City West Fire District**

## **Reduce, Reuse and Recycle Program**

### **August 2008**

#### **Program Mission**

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Implement a program that effectively manages the District's consumption of natural resources and disposal of wastes to enhance the integrity of the environment.

#### **Program Philosophy**

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The District believes that wisely using resources in public buildings will reduce utility bills while creating a healthy, efficient environment for the public and the building's occupants. The District also believes that new energy-efficient building construction practices, a District wide recycling program, and the proper disposal of waste within the District will reduce costs and improve the community's environment.

#### **Program Vision**

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Over the next year and into the future, the Sun City West Fire District will use cost-effective strategies to meet the demands of increasing services and of higher energy costs. The District will continue to develop creative methods for controlling utility costs to save tax dollars and to make energy and resource efficiency a cost-effective part of day-to-day business.

#### **General Program Goals**

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These represent broad accomplishments the District would like to achieve over the next several years. (Not in priority order)

1. Limit, control, and lower energy costs.
2. Limit, control, and lower resource use through solid waste reduction and recycling.
3. Upgrade building systems with energy efficient equipment.
4. Increase employee involvement in conserving energy and natural resources.
5. Increase employee involvement in recycling.
6. Become better stewards of our environment.

#### **Administrative Objectives**

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1. Promote and facilitate the District's Reduce, Reuse and Recycling Program.
2. Provide administration and oversight to measure and verify savings resulting from the Reduce, Reuse and Recycling Program.
3. Ensure that energy conservation and responsible use of resources remains a priority within the District.

# Key Objectives and Actions

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*The following are key objectives of the District's Reduce, Reuse and Recycling Program.*

## **SOLID WASTE REDUCTION AND RECYCLING PROGRAM**

The Sun City West Fire District is committed to good stewardship of the environment. A key element of that stewardship is the reduction of the amount of solid waste going from District facilities into landfills. The District will make efforts to reduce the solid waste generated in District facilities. Three methods will be used to implement this program: source reduction, reuse of materials and recycling.

### **1. Source Reduction**

All District employees are responsible for implementing operational practices that prevent waste from being produced. Examples include printing reports and documents on both sides of the paper; printing appropriate numbers of documents; using email rather than printed correspondence; and using products that are reusable, refillable, repairable, non-toxic, and recyclable; ordering merchandise in bulk to reduce packaging waste. Items requiring the least possible packaging should be purchased when practical. Every effort should be made to prevent excess or unneeded materials from being purchased.

### **2. Reuse of Materials**

All District employees are responsible for reusing products whenever possible. Examples include using dishes, glasses and reusable flatware rather than disposable paper and plastic ware; reusing envelopes, file folders, binders and other office supplies; using unwanted or used paper to make scratch/note pads.

### **3. Recycling**

All District employees are responsible for separating identified recyclable materials and placing them into appropriate recycling containers located in the District facilities. The following items are to be recycled, whenever possible:

- Aluminum Cans (must be rinsed)
- White Copy Paper
- Shredded Paper
- Newsprint – Newspapers (Currently, magazines cannot be recycled.)
- Telephone Directories
- Batteries (vehicle and smaller batteries)
- Cardboard
- Toner Cartridges
- Computer Equipment

## **Where to Recycle**

Place cans, white copy paper, and newsprint in specially marked containers for each recyclable in each building. When disposing shredded paper, telephone directories, cardboard, or batteries notify the Support Services Division for collection.

Primary collection containers are to be emptied by each employee. Bulk collection containers will be emptied by Support Services Division staff on a regular basis and delivered to a District holding location or to an approved recycling center.

## **Solid Waste Reduction and Recycling Program Responsibilities**

The District Administrative Coordinator will be responsible for implementing, promoting and overall facilitation of the Solid Waste Reduction and Recycling Program by:

- Implementing and managing a reduction/recycling team made up of District employees
- Implementing a program to boost reduction/recycling awareness, education and participation within the District.
- Including program guidelines in new employee orientation materials and policy manuals.
- Offering education to employees on program guidelines at least quarterly, through e-mail, in-house meetings or newsletters, educate employees and Support Services staff about waste reduction/recycling goals of the District
- Participate in America Recycles Day each year.
- Use the District's website to inform residents regarding the Conservation efforts of the District.
- Depositing recycling revenues, if any, into the District's Donations Account to be used for the purchase of education materials that promote District recycling and conservation.
- Preparing annual reports to detail the progress and efficiency of the Program.

The District Support Services Coordinator areas of responsibility within the Solid Waste Reduction and Recycling Program include, but are not limited to:

- Assisting with program implementation and facilitation
- Managing the recycling program containers
- Managing the regular pickup and subsequent delivery of all District recyclables to approved recycling center(s).
- Purchasing products made with recycled material when practical and feasible.
- Considering equipment efficiency in the cost analysis equation for making decisions

## **FUEL AND ENERGY CONSERVATION**

The purpose of this policy is to reduce the energy consumption of the Sun City West Fire District in an economical and environmentally sound manner. In pursuant of increased energy conservation, both cost savings and a positive environmental impact will result.

## Energy Conservation Guidelines

Each Division shall evaluate their energy usage in their respective buildings and identify opportunities to reduce energy consumption. All non-essential lighting and other electrical loads shall be minimized. District supervisors are expected to make a reasonable determination as to what critical functions must continue both during and after business hours.

### Building Heating and Cooling

- Building air shall not be heated above 68 degrees F. unless such a temperature may expose employees to a particular health and safety risk.
- Building air shall not be cooled below 75 74 degrees F. unless such a temperature may expose employees to a particular health and safety risk.
- Building doors and windows shall remain closed when the HVAC system(s) is/are operational.
- Support Services Division staff will perform periodic maintenance on all HVAC systems to insure peak efficiency, including necessary filter replacement.
- Portable electric heaters shall not be used in any buildings unless used for temporary heating in lieu of the central heating system. Portable heaters should be used with caution and kept 30 inches from all combustibles due to the potential fire hazard.
- Domestic hot water temperatures shall not be set above 120 degrees F.

### Lighting

- All lights shall be turned off in unoccupied rooms at all times.
- Lighting shall be reduced as much as possible without creating unsafe conditions or interfering with the performance of duties.
- Security and safety lighting shall be held to the lowest acceptable levels.

### Water

- Install aerators on faucets to reduce amount of water used
- Run only full loads in dishwashers and clothes washers
- Install water wise landscaping
- Install only low flow toilets
- Be aware of the amount of water you use and look for ways to use less whenever you can.

### Other Reductions

- All video monitors and personal computers shall be set for automatic power-down (sleep) mode after 30 minutes of non-operation.
- All copiers and printers that have an automatic power-down or "energy saver" feature shall have this feature enabled.
- All non-essential computers, printers, copiers and other electrical equipment shall be turned off outside of normal business hours and when not in use, unless there is a specific and essential need for after hours operation.
- All computers shall be scheduled for annual maintenance, updates and cleaning to improve efficiency.

### Recommended Upgrades to Equipment

- Install programmable and locking thermostats, with individual daily programming capability, on HVAC systems to maximize efficiency
- Consider installing window film or sun screens on windows
- Retrofit incandescent light bulbs with compact fluorescent lights (SCF bulbs)
- Install motion detectors to control lighting in frequently unoccupied areas

### Energy Efficient Products Procurement

- Computer and other electronic office equipment shall be “Energy Star” rated, if possible. This logo, part of an EPA program, ensures that the wattage of the machine is reduced when not in use.
- Purchase more energy efficient equipment, when the extra cost is less than or equal to the resulting energy savings.

## **Fuel Usage Guidelines**

### District Apparatus

- Limit non-essential apparatus usage
- Limit apparatus idling times
- Consider the use of alternative fuel / hybrid vehicles where applicable.
- Consider methods to reduce environmental impacts of District vehicles.
- Support Services Division staff will perform periodic maintenance on all apparatus to insure peak efficiency,

### District Emergency Backup Generators

- Limit non-essential usage
- Support Services Division staff will perform periodic maintenance on all emergency generators to insure peak efficiency

## **Other Conservation Strategies**

### Employee Transportation

- Promote use of alternative fuel / hybrid vehicles where applicable.
- Promote use of alternative transportation or ride sharing for employees.

### Employee Alternative Work Schedules

As a part of the process of exploring options related to energy and fuel conservation, a District Task Force was created to explore the various aspects of alternative work schedules.

## Compressed Work Week Definitions

- A. Compressed Work Week schedules allow full-time employees to work a biweekly (2-week) period in less than 10 days, or a one week period in less than 5 days. Examples of Compressed Work Week Schedules include:

1. 9/80 Compressed Schedule

During a biweekly pay period, a full-time employee works eight 9-hour days and one 8-hour day, for a total of 80 hours worked. The day off during this biweekly work period may be any day as approved by the supervisor.

2. 4-Day Work Week Schedule

A full-time employee works four 10-hour days during a normal work week. The day off during this weekly period may be any day as approved by the supervisor.

- B. Telecommuting

Telecommuting is defined as a work arrangement in which some or all of the work is performed at an off-site work location such as the employee's home. Communication between the employee and the employee's work site may be by e-mail, phone, modem, fax, and pager.

- C. Flextime

Flextime allows the employee flexibility in arrival, departure and/or lunch times, typically with a designated core-time mid-day during which all staff are present.

## Discussions For and Against Alternative Work Schedules

There are numerous issues surrounding alternative work schedule proposals to consider, especially as they relate to public service staff. The Task Force has brainstormed and sought out input from co-workers and other local government representatives to identify these issues.

Shaping much of our discussion are the views of District management. Management clearly supports the promulgation of alternative work schedules as a means of reducing costs as well as improving employee morale and retention. This goal is sought with the understanding and recognition that the needs and mission of the District must continue to be met.

Below are the positive, negative, and additional concerns that the Task Force were able to identify and discuss regarding alternative work schedules.

### Negative arguments:

- Childcare difficulties may increase (due to longer days at work)

- Reluctance to change ("it's always been done this way, why change?")
- Administrative office closed on Friday's—additional day per week

### **Positive arguments:**

- Less driving, which also includes savings on gas and pollution reduction
- Not commuting during peak traffic hours or days
- Administrative Office open for extended hours Monday – Thursday.
- Better public service may result from extending office hours since employees would be available more hours during a given work day
- May result in reduction of housekeeping/cleaning costs on four day work schedule
- Improved morale which may then result in a greater retention of employees, thus saving the District from lost productivity
- Alternative work schedules can be conducive to more educational pursuit options for employees
- Ability to focus on specific projects with less interruption
- Overall stress of the employee may be reduced
- May reduce absences and tardiness because employees can take care of personal business if they have a weekday off to do so
- Opportunities for more cross training may be available with alternative schedules
- Depending on the schedule, there may even be better overlap to improve communication amongst co-workers
- Better balance between work/personal time (family time)

### **Task Force Recommendations and Guidelines**

After exploring the various alternative work schedule options, the Alternative Work Schedule Task Force recommends switching the entire Administrative Office Staff to a 4-Day Work Week Schedule (Monday – Thursday) for a one year trial basis. The Support Services Division Staff would switch to a 4-Day Work Week Schedule (Monday – Friday). These recommendations recognize the guiding principle that the goals and customer service obligations of the District are the top priority.

The program if implemented would be a trial/pilot program for a 6/12 month period. A preliminary evaluation of this alternate work schedule should be conducted by the Administrative Coordinator on a quarterly basis and the report submitted to the Fire Chief for review. At this time, the alternate work schedule program may be fine-tuned, adjusted or discontinued based on District needs. The final pilot program report by the Administrative Coordinator and review by the Fire Chief will be conducted in September 2009. At this time, the alternate work schedule program may be fine-tuned, adjusted or discontinued based on the needs of the District.



Suggested criteria for evaluating the success/failure of the alternate work schedule are:

- Are the organizational needs being met?
- Are expectations clearly understood by all parties?
- Is productivity being maintained?
- Are there benefits/negatives that can be identified?
- Are there adjustments that might be considered?
- Should the arrangement continue?

### **Fuel and Energy Conservation Program Responsibilities**

The District Administrative Coordinator will be responsible for implementing, promoting and overall facilitation the Fuel and Energy Conservation Program by:

- Implementing a program to boost conservation awareness, education and participation within the District.
- Including program guidelines in new employee orientation materials and policy manuals.
- Offering education to employees on program guidelines at least quarterly, through e-mail, in-house meetings or newsletters, educate employees and Support Services staff about conservation goals of the District
- Educating employees on low-cost/no cost energy conservation measures and practices.
- Preparing reports to detail the progress and efficiency of the Program.

The District Support Services Coordinator areas of responsibility within the Fuel and Energy Conservation Program include, but are not limited to:

- Assisting with program implementation and facilitation
- Conducting energy audits on all District buildings
- Exploring the implementation of Leadership in Energy & Environmental Design (LEED) (United States Green Building Council) standards for future District facilities.
- Exploring the implementation of ENERGY STAR programs in District facilities.
- Purchasing products made with recycled material when practical and feasible.
- Considering equipment efficiency in the cost analysis equation for making decisions.